

See index

UNIVERSITY OF HAWAII LIBRARY
REGULATIONS

GOVERNING THE ISSUANCE OF CERTIFICATES OF HAWAIIAN BIRTH.

In accordance with the provisions of Chapter 20 of the Revised Laws of Hawaii, 1915, the following regulations are prescribed respecting the issuance of Certificates of Hawaiian Birth:

ORIGINAL CERTIFICATES.

1. All applications for Certificates of Hawaiian Birth shall be by petition addressed to the Secretary of Hawaii signed and sworn to by a parent or guardian of the applicant, or, if the applicant be over the age of sixteen years, the application may be signed and sworn to by the applicant.

2. Applications shall set forth circumstantially all the facts upon which the application is based and shall be accompanied by affidavits of at least two credible witnesses, other than the parents of the applicant, cognizant of the fact of the Hawaiian birth, family and life history of the applicant.

3. All applications with accompanying affidavits shall be filed in the office of the Secretary of Hawaii in duplicate before hearings on same will be held.

4. To each application there shall be attached a clear unretouched photograph with a large face of the applicant taken within one month prior to the date of the applica-

tion, printed on silver or other durable or non-fading paper, two inches by two and one-half inches in size, and in addition thereto at the same time that the application is filed, there shall be filed two similar unmounted prints of such photograph.

5. No application shall be considered unless the same is made upon the forms furnished free of charge by the Secretary of Hawaii and by or under the supervision of a notary public appointed by the Secretary of Hawaii as agent to prepare applications for certificates of Hawaiian birth.

6. The Secretary of Hawaii shall appoint one or more licensed notaries public as agents, whose duty it shall be to prepare or have prepared under their supervision, carefully and neatly, applications for Certificates of Hawaiian Birth strictly in accordance with these regulations and with all facts required in the forms to be furnished by the Secretary stated fully and in detail. Before entering upon their duties, each agent shall take and subscribe an oath faithfully to perform the duties of his office, and shall, in the discretion of the Secretary, give a bond in a sum fixed by the Secretary with good and sufficient surety or sureties conditioned for the faithful performance of his duties. Such agents shall charge for their services in preparing the petition and affidavits for each not more than is allowed notaries public under the territorial laws as fees for preparing deposition. Should it be necessary

for such agents to secure the additional certificates required under these regulations to be attached to the petition and affidavits, an additional fee for such services shall be charged, but in no one case shall an agent's fee amount to more than Ten Dollars (\$10.00).

7. Each applicatiton shall be accompanied by a deposit of Five Dollars (\$5.00) to be paid by the applicant as required by law, which sum, if the application is granted and a certificate is issued, will be retained by the Territory; otherwise, it will be returned to the applicant.

8. No applications will be accepted for a Certificate of Hawaiian Birth for an applicant under the age of two years.

9. No application will be granted or certificate issued except after a full hearing and examination of witnesses and other evidence.

10. At hearings, the examination of witnesses, method of proof, kind of evidence, and all matters and transactions connected with the hearing shall be controlled and conducted by the Secretary or his appointee. All examinations shall be under oath.

11. Hearings of applications from Oahu may be had on Tuesday and Thursday of each week between the hours of 9:00 a. m. and 3:00 p. m. in the office of the Secretary of Hawaii, Executive Building, or on such other days and at such other times as to the Secretary or his appointee may appear ex-

pedient and necessary. The times and places of hearings of applications from islands other than Oahu shall be such as may be set from time to time by the Secretary or his appointee.

12. The original of every application, record of testimony, and other evidence shall be kept on file in the Secretary's Office and a duplicate thereof transmitted to the Inspector-in-Charge, United States Immigration Service, at the port of Honolulu.

RENEWAL CERTIFICATES.

13. Any person to whom a certificate shall have been issued may, after the lapse of not less than five years from the date of such certificate, secure a renewal thereof upon application to the Secretary and satisfactory proof to him or his appointee that the person applying therefor is the same person to whom the original certificate was issued. Any renewal certificate may be again renewed after the lapse of not less than five years from the date of issue.

14. No application for a renewal certificate will be received except upon blank forms in duplicate which will be furnished free of charge by the Secretary of Hawaii and prepared by or under the supervision of the agents to be appointed by the Secretary as hereinabove mentioned.

15. Until such time as the Legislature of the Territory of Hawaii shall otherwise pro-

vide, each application for renewal certificate shall be accompanied by a deposit of Five Dollars (\$5.00) to be paid by the applicant, which sum, if the application is granted and a certificate is issued, will be retained by the Territory; otherwise, it will be returned to the applicant.

16. Regulations governing photographs for original certificates shall also apply to renewal certificates.

17. At the time of the filing of any application for renewal certificate the applicant shall file with the Secretary the original certificate, which will be retained and placed on file and of record in his office upon the issuance of a renewal certificate.

CURTIS P. LAUKEA,

Secretary of Hawaii.

Honolulu, Hawaii, June 12th, 1920.

Approved this 12th day of June, 1920.

C. J. McCARTHY,

Governor of Hawaii.

TERRITORY OF HAWAII
Office of the Secretary of the Territory.

INSTRUCTIONS
FOR THE PREPARATION OF APPLICATIONS FOR CERTIFICATES OF HAWAIIAN BIRTH.

BEFORE filling out petitions and affidavits, read these instructions and the regulations governing the issuance of Hawaiian Birth Certificates thoroughly and carefully. Failure to follow instructions will cause you delay, inconvenience and expense.

USE THE TYPEWRITER OR INK. Applications written in pencil will not be accepted. It is preferred that the typewriter be used.

IN DUPLICATE. All applications with accompanying affidavits and certificates must be filed in this office in duplicate. See that all papers are securely fastened. (See Sec. 3, Reg.)

FULLY AND IN DETAIL. It is incumbent upon all agents to see to it that all applications are **carefully and neatly prepared** and all facts required to be stated therein must be stated **fully and in detail**. Applicants should be fully informed as to exactly what facts are desired, and before filling out the forms, agents should see that all facts asked for have been furnished. (See Sec. 6, Reg.)

PHOTOGRAPHS. Photographs must be printed on silver or other durable or non-

fading paper 2" x 2½" in size, must be untouched and with a large face. (See Sec. 4, Reg.)

FILING. Upon the completion of an application, the same should be mailed or delivered to the office of the Secretary of Hawaii in the Executive Building, Honolulu. The application must be accompanied by a deposit of \$5.00. (See Sec. 7, Reg.) Get a receipt for the deposit.

HEARINGS. All applications must first be filed in the office of the Secretary of Hawaii in Honolulu before hearings on same will be given. Times and places of hearings for all cases will be set by the Secretary or his appointee. File the applications first and await notification of hearings before bringing applicants and witnesses to the Secretary's Office or any other place where hearings are held. (See Sec. 3, Reg.)

RENEWALS. It is optional with holders of certificates of Hawaiian birth whether their certificates are renewed or not. Renewals are issued to afford an opportunity to the holder of a certificate, who so desires, to have constantly in his possession a birth certificate with a good and late photographic likeness of himself attached thereto.

PETITIONS.

In the two blanks in the caption, fill in the full name of the petitioner and applicant, respectively.

In the introductory paragraph, fill in the

full name of petitioner or person signing the application in the first blank space; in the second, fill in the place of residence and in the third, the name of the county in which petitioner resides. If petitioner lives outside of the City and County of Honolulu, draw a line through the words "City and." In the fourth space, after the words "or at," fill in the street number of petitioner's residence or specify with particularity, and in the last space fill in the full name, no initials, of the person for whom the certificate is desired.

In the Allegations:

1. In the first space, fill in relationship of petitioner to applicant and in the second the word "his" or "her" according to the sex of petitioner. In case the applicant is the petitioner, draw a line through the first blank and the words "of the" immediately following it.

2. If prior application for certificate has been made, run a line through the word "not;" otherwise, do not touch.

3. The exact date of applicant's birth, giving the day, month and year should be filled in the first space, the particular place of birth in the second and the name of the county in the third. If applicant was born outside the City and County of Honolulu, run a line through the words "City and."

4. In the space below this paragraph, in-

sert the full name, no initials, of applicant's father, race and present residence, for example: "John Doe, American-Hawaiian, Lahaina, Maui." Cross out one of the words "dead—alive," as the case may be.

5. See 4 for instructions. Remember to fill in mother's full **maiden** name.

6. Here fill in date of marriage, day, month and year if possible, place of marriage and name and title of person issuing marriage certificate. If no marriage certificate is had, cross out the word "hold" and add after name of person issuing certificate notation as to whereabouts of certificate.

7. If applicant's birth has been registered with the Board of Health, secure and attach birth certificate and cross out the word "not" in the first line, also the words "showing such non-registration" in the last, and fill in number of birth certificate in the blank provided therefor. In case of non-registration, cross out the words "of Birth No." only, and certificate completed on Form No. 4, should be secured from the Board of Health and attached to the petition.

8. In case of Japanese applicant holding Board of Health Birth Certificate, this paragraph need not be completed, but a perpendicular line should be drawn in the center to show it was not overlooked. In case of non-registration at Board of Health, a birth certificate must be secured from the Japanese Consulate, attached to the application

and the word "not" in the first line and the prefix "non" to the last word should be crossed out. In case of non-registration at the Consulate, a certificate to that effect completed on Form No. 4 should be secured and attached to the application. In case of non-registration at both the Board of Health and Japanese Consulate, certificates must be secured from both places.

9. If applicant holds U. S. Certificate of Identification issued by the local immigration officials, the number of same should be entered in the blank provided therefor, and a typewritten copy of same attached to the application. If any other certificates bearing upon the Hawaiian birth of applicant is had, a typewritten copy of each certificate should be attached to the application and a description of same should be entered in the blank space below the paragraph, for example: "Hawaiian birth certificate issued by U. S. Immigration officials, Honolulu," or "Certificate of Baptism issued by Methodist Church."

10. In this paragraph should be entered the date of the first arrival of applicant's father in the Hawaiian Islands. Forms of certificates therein mentioned to be attached to the application may be had without cost at the Secretary's Office upon request. The Japanese and Chinese Consulates have records of the arrival in the Hawaiian Islands of aliens of those nationalities. The U. S. Immigration Station has records of the ar-

rival in the Territory of all aliens since 1900 and such records prior to that time, running as far back as about 1840, are on file in the Territorial Public Archives. One certificate from any one of the departments giving the date of arrival is sufficient, but certificates from all departments are necessary in case no record of arrival can be found. Passports, labor contracts or other certificates giving the date of first arrival should be presented with the applications. Original passports, labor contracts or other certificates will be returned to owners.

11. This paragraph, as well as Nos. 13 and 15, in particular, should be completed carefully and in detail. The length of residence, kind of work or business engaged in by applicant's father in each place in the Hawaiian Islands since his first arrival should be given, also the time and duration of each absence, so that when this paragraph is completed, it will contain a complete description of the residence in the Hawaiian Islands of applicant's father. If applicant's father has never departed from the Islands since his first arrival, words to that effect should be entered in the appropriate space, also in the case of final departure.

12. See 10 for instructions, to which this paragraph is similar, only covering the arrival of applicant's mother.

13. See 11 for instructions, to which this paragraph is similar, only covering the residence of applicant's mother since her mar-

riage to applicant's father. If mother came to the Islands with father and lived continuously with him at the several places, it will be sufficient to so state, also in the case of the mother marrying father upon her first arrival in Territory and living with him continuously since. In case of a divorce, separation or desertion, the times and places of residence, together with kind of work or business engaged in at each place, should be given in detail after date of such divorce, separation or desertion. The description must be complete, and in case of no absences and the mother still being a resident of the Territory, the spaces for such information should be filled in as directed for those in Paragraph 11.

14. The names of all living brothers and sisters, whether or not born in the Hawaiian Islands, should be here listed, with the place and date of birth and present residence of each. In case any one of applicant's brothers or sisters holds a Certificate of Hawaiian Birth issued by this office, the certificate number of same should be placed after the name of the holder in the column headed "Holder of H. B. C." If no certificate is held the word "No" should be placed after the name of each having no certificates, and if a certificate is held and the certificate not known, the word "Yes" should be inserted.

15. See 11 for instructions, to which this one is similar only covering the residence of the applicant.

16. Only permanent physical marks or peculiarities should be entered here and those most exposed to view. The descriptions must be in detail and accurate.

17. Regulations require at least two witnesses, but does not limit the number. The full name, present occupation and residence of each witness should be here listed. Blank forms of affidavits may be had at the Secretary's Office without charge upon request.

SIGNATURE. The petition should be signed in full, same as is given in the introductory paragraph, and the same in the case of the verification of the petition. The verification should be completed by inserting the name of the county in which the petition is executed in the venue, and the words "City and" crossed out if in other than the City and County of Honolulu, and by filling in the full name of the petitioner in the blank space.

AGENTS as NOTARIES PUBLIC should see that the contents of the petitions and affidavits are known to the petitioners and witnesses before they are subscribed and sworn to and that the same contains statements that are full, true and correct, as action for perjury may be taken against any person guilty of swearing before notaries public to false statements as being true and correct.

AFFIDAVITS.

BEFORE filling in an affidavit, be sure to

read carefully all instructions at the head of this circular.

Be sure all names inserted in the affidavit are correct full names.

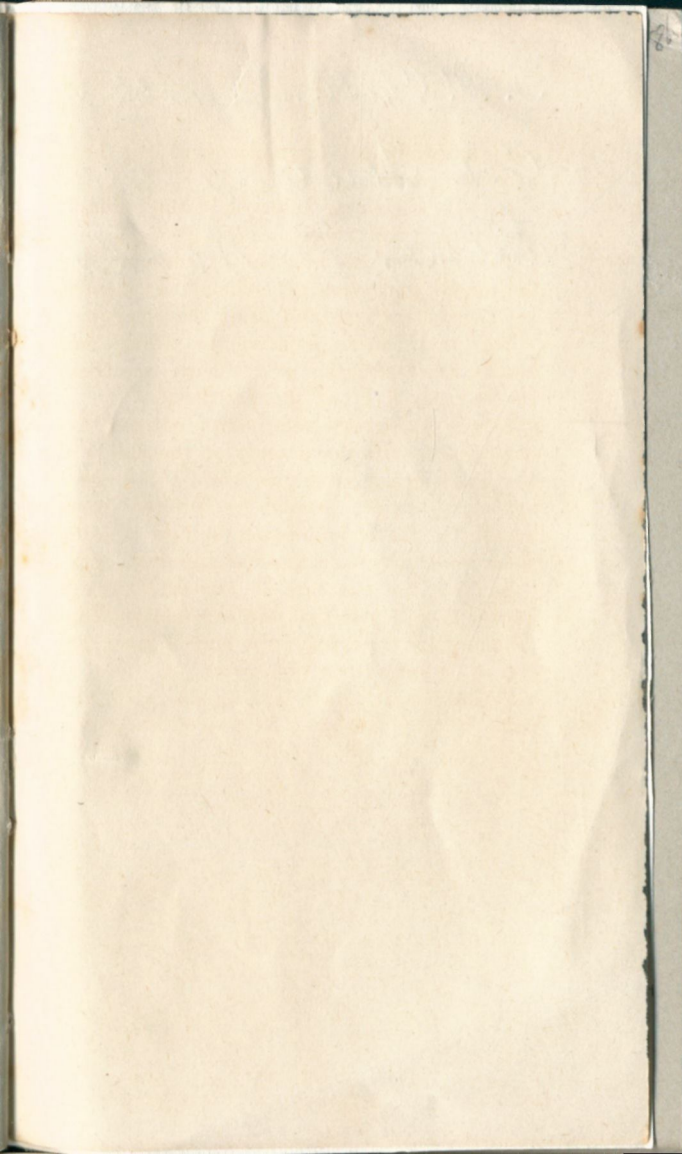
For instructions relative to consular, immigration and archives official certificates, see those for Paragraph 10 of the petition.

For instructions relative to filling out blanks for description of residence, see those for Paragraph 11 of the petition.

In the paragraph relative to witness' acquaintance with the parents of the child, in the blank space after the word "through" appearing twice, should be entered facts leading to the acquaintance, or how it came about that you made the acquaintance.

Be sure the contents of the affidavit are known in full and that the information contained therein is full, true and correct before it is subscribed and sworn to.

The affidavit must be signed with the name in full and same as is written at the head.



S. F. Chillingworth, S.

C. P. Sauter

Palmer P. Woods